

# CyberCamp Ideas



Created by CAP Youth Workers in  
the Lakehead Network



Industry  
Canada

Industrie  
Canada

Canada

# Acknowledgement

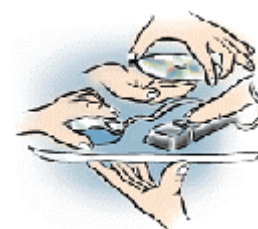
*I would like to thank all of the CAP Youth Workers in the Lakehead Network who helped in the creation of this book. I hope that this will help present and future CAP Youth Workers.*

*-Karena Thorburn*

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# Table of Contents

CyberCamp for Kids.....	4
CyberCamp for Teens.....	15
CyberCamp for Adults.....	22
CyberCamp for Seniors.....	28
CyberCamps for Beginners.....	31
Genealogy.....	40
Holiday Themed CyberCamps.....	42
E-Commerce.....	57
Web Pages.....	59



## CyberCamp for Kids

Typing Skills Training Camp.....	5
CyberCamping with Sparky.....	6
CyberCamp for Kids.....	7
CyberCamp for Younger Kids.....	8
Intermediate CyberCamp for Kids.....	10
List of CyberCamps by Jessica McDonald.....	11



**CyberCamp Name:** Typing Skills Training Camp

**Age Group:** 8-10

**Duration:** The duration is one hour after school.

**Description:** Showing the children correct hand placement on the keyboard as well as posture. There is also a list of keyboard shortcuts to teach them.

**Preparation:** Provide templates such as poems or words for the children to practice typing or they are able to bring something of their own to practice on. Provide a list of keyboard shortcuts for the children to also practice on.

**Name of CyberCamp:** CyberCamping with Sparky

**Age Group:** 5-8

**Duration:** 3:15 - 5:00 pm, 1h 45mins

**Description:** A CyberCamp for children put on by the Library in conjunction with the Fire Department. The aim of the camp was to show children different fire prevention tactics and how to react to an emergency situation; such as what to do when one's clothing catches on fire, what to do when encountered with smoke in the home, and how and when to dial 911 to report an emergency. The children were allowed to play games on the computer (at <http://www.nfpa.org/sparky> and <http://www.riskwatch.org> -in the Kids Zone). An officer discussed safety tips with them, and they were given some fire safety related picture to colour. There was a visit with Sparky the Firedog and a ride on the new Fire truck.

**Preparation:** I needed to create posters, and flyers for advertising purposes; also I needed to make a T-shirt design. Coordination with the Fire Department was required for use of the Sparky costume, rides in the fire truck and extra personnel to help with presenting the information to the children, and also help keep an eye on them. There were a few brief meetings with the firefighters offering to help.

**Tips for next time:** Less procrastination. Better organization. Following through to see which children would be showing up by calling the parents and confirming with them. Have everything set up and ready to go before the children arrive. Give more time to allocating roles to the different firefighters that assisted. Find more and better activities for the children to do.

Created by Sarah Campbell @ the Terrace Bay Public Library

**Name of CyberCamp:** CyberCamp for Kids

**Age Group:** 7-10

**Duration:** an hour a week for 4 weeks

**Description:**

Week 1

- Introduction to the Internet
- Definitions
- Learn how to print by going to a kid's site and printing pictures to colour
- Get an email address
  - o Ask children to bring in email addresses next week
- Search engines

Week 2

- Typing program
- Chat rooms – find a suitable safe one for kids
- Email friends and family
- Learn how to save pictures

Week 3

- Ask children to bring in a picture from home for me to scan
- Find a topic of interest
- Remind children to bring in a t-shirt
- Take them to more sites of interest
- Check email

Week 4

- Bring picture up
- Make T-shirts
- Alter picture
- Check email
- Free time
- Hand out certificate

**Preparation:**

- Prepare definitions and terms that are suitable for this age group
- Find interesting kid's sites i.e. what is popular with children of this age group (may also need to alter after first week, don't be afraid to ask for input from children)
- Find a safe kid's chat room → properly explain to parents and children the dangers of chat rooms i.e. not giving out ANY personal information, letting an adult know if anything bad happens, etc.
- It is best to make the t-shirts when children are not around (either at home or before camp)

**Name of CyberCamp:** CyberCamp for Younger Kids

**Age Group:** 4-7

**Duration:** 1 hour a week for 3 weeks

**Description:**

Week 1

- Give the parents a handout on what is going to be covered during the course
- Show children how to get onto the Internet
- Show children how to use the template bar
- Find a suitable site that allows children to colour and play games (learning mouse skills)
- Show children how to print
- Remind parents to bring in a T-shirt and picture

Week 2

- Typing program
- Search engine for kids ([www.yahooligans.com](http://www.yahooligans.com)) have words written out for them to search
- Solitaire contest for mouse coordination
- Use laminated cards: make up cards saying www . com . and a couple site names and laminate them then children can practice putting these together.

Week 3

- Bring up pictures so children can alter picture (probably in a basic program like paint)
- Take children to sites they will enjoy
- Hand out certificate

At the end of each day I would do a non-computer activity as children of this age bore easily.

Week 1: colouring a picture that children printed

Week 2: play card game (www . com . site name)

Week 3: colour, read a book, etc.

**Preparation:**

- Create handout for parents
- Research sites before camp begins
- Keep parents informed of what is going on
- Think of topics children of this age would be interested in searching for
- Prepare laminated cards



- I held these camps several times during my years as a CAP Youth Worker – one time I had a child with ADD (the computers were also old and slow at the time). To keep the camp interesting for all I would have each of the three computers set up with a different activity i.e. one with word, one with paint, and one with a site. We would then play musical chairs when I noticed one of the children becoming bored. This was a HUGE hit! (especially since the chairs had wheels and I would push the children from computer to computer)

**Name of CyberCamp:** Intermediate CyberCamp for Kids

**Age Group:** 7-10

**Duration:** 1 hour a week for 3 weeks

**Description:**

Week 1

- Quick review from 'CyberCamp for Kids 7-10'
  - o Internet terms, template bar, email, save a picture, printing
- Email: address book, composing more than one message, all functions in email program
- Typing program

Week 2

- File management, word processing
- Typing program
- Show and spell

Week 3

- Search engine
- Review
- Craft
- Hand out certificate

**Preparation:**

- Prepare handouts and certificate

The following is a list of CyberCamps that Jessica McDonald from the Thunder Bay Boys and Girls Club used. Some are just names and others have brief descriptions. (the names are self explanatory in most cases)

**Wacky Weather Scavenger Hunt...**some of the older participants checked out some weather stats for fall

**Hockey Trivia Time...**a way to improve participants' skills at using search engines efficiently

**The Perfect Playground...**the park across from our site was torn down this week and a new one was built, so using ideas from the internet, participants designed their own "perfect" playground

**Fun with Fall Leaves...**finding out about different types of leaves, and why and how they change colour every Fall

**Brainmania...**a look at fun but educational websites, participants were encouraged to contribute any sites they new from school and seemed excited to share the new sites they had found with their classmates the following day

**Medieval Times...**the Gr.4 class from one of our feeder schools is doing a big unit on this subject, so we learned more about it as a group

**Pumpkin Fun Facts...**we checked out odd and interesting facts and figures about pumpkins (sizes, colours, etc.), also checked out cool sites with carving stencils

**Halloween Safety**

**Halloween Around the World**

**Halloween Candy & How It Is Made**

**Ghoulish Gaming and Free Time**

**Ghoulish Fun & Spooky Stories**

**How Does Junk Food Affect Me?**

**Make Your Own Word search**

## **Online Safety Blitz**

**What's in a Name** - participants researched the meaning of their names and traced their heritage of their surnames

**Beware of Germs** - participants used internet sources to complete a quiz about germs and cleanliness. Discussion and hand washing demo followed.

**Recipefest** - Participants planned their fantasy meal using recipes they found on the net. All the food groups had to be represented. Afterwards meal plans were shared aloud and everyone voted on their favourite.

**Speed Round** - Brief trivia questions were said aloud and participants had to find the answers online as fast as they could. This was a huge hit, and gave participants practice using search engines and with their typing.

**Mathematical Mayhem** - the majority of homework the participants bring in is from math class, so we searched the internet for math-related sites that can help us with our studies as well as sharpen our skills. The Mathbrain link on funbrain.com was a favourite.

**World Record Ruckus** - One of the participants had a Guinness World Record library book last week and it got a lot of interest from all, so I thought they would have fun checking out websites about odd and interesting world records held. We also had a contest where I would announce an outlandish possible world record and they had to decide as a group if it was real or fake, and if they thought it was valid they had to find proof of it on the net.

**Let It Snow** - With our first real snowfall upon us, we compared past weather reports (i.e. earliest snowfall, latest snowfall, biggest, smallest, etc.) to our current weather. We also used the Internet to brainstorm fun activities we could do this winter.

**Terrific Typing Tutorial** - participants had the opportunity to improve their typing speed and precision by using Mavis Beacon and later playing games such as Typershark. Afterwards we had type-offs for small prizes.

**I Never Knew....** participants had to pick a topic out of a hat and

then find out fifteen different things they never knew about that topic. Afterwards everyone shared his or her new knowledge with each other.

**Sporty Sites** - each participant focused on their favourite sport and then had to choose their top five sites featuring that sport. Each site had to be rated on a scale of one to ten, pointing out what made this site worth visit (exceptional graphics, easy to navigate, good information, etc.) Participants also had to choose one website that they did not think was worth recommending and also explain what it lacked. We then made a poster showcasing the best sporty sites to visit and posted it.

**Monday Mail** - a lesson on email etiquette, and email accounts were established for those who didn't already have one.

**Homework Haven** - a chance to bring in any unfinished homework or projects and use the computers to complete it.

**Where We Live** - an Internet search all about Thunder Bay. When we finished we looked up information about some of the reserves that the kids came from originally.

**I Like To Move It** - Tonight there is a dance at the main club and the kids are very excited, so I thought it would be fun to do something dance-related. They will have a time limit to list as many different dance moves and styles as they can find on the net. Then we will go back to sites that had instructional information and learn some new moves.

**Around The World Games** - each participant chose a country's name from a hat and then had to do Internet research to find out how to play a game that children from that country enjoy playing. The type of game they would be trying to find had to be something we could later play ourselves. They learned a lot and ended up with a few new favourite games for the gym.

**Letters to Santa** - participants practiced their typing and email etiquette in their email letters to Santa. Afterwards they played some of the Christmas and Santa themed games on miniclip.com.

**There's More to Rudolph than a Red Nose** - Participants were given a fact sheet about reindeers, and some of the facts were true and some were false. They had to use the Internet to figure out which were true, and correct the ones that were false. The first participant

finished won a chocolate reindeer.

**Let It Snow** - Participants had to brainstorm different things that snow can be used for. They then had to search online to see if any of their crazy ideas were actually being done. They also had to find an additional 10 uses for snow that they never knew about.

**Manic Monday** - participants were given a time limit and had to use the Internet to research specific, Christmas-related questions. Each computer had a different question with it, and when time was up the user cleared whatever site they were on and the next had to start fresh.

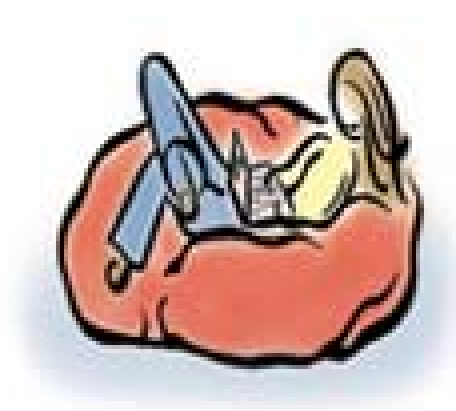
**Homework Help out** - participants brought in homework and project work and used the computers to complete it.

**Making Magic** - participants learned how to do simple magic tricks from websites and practiced them. Later they each showed off their new talents by performing them for the group.

**Wish List** - participants compiled a file that contained pictures and descriptions of the items they want for Christmas, which were found on shopping and store sites.

## CyberCamp for Teens

Computer Clinic: Research Papers.....	16
PowerPoint Perfect.....	17
Creating A Resume Using the Resume Wizard.....	18
CyberCamp for Teens.....	19
Information and Communications Technology Certificate for Youth.....	20
Homework Hour.....	21



**CyberCamp Name:** Computer Clinic: Research Papers

**Age Group:** 12-16

**Duration:** Two hours

**Description:** Teaching students elements of writing research papers. This includes how to make title pages, how to correctly document, such as footnotes, works cited pages, etc.

**Preparation:** Create a sample paper only one page in length that shows introduction, body paragraphs, and conclusion. Also on this page show examples of footnotes. Create a works cited page for the students to follow. On the poster I stated that they needed to bring a sample topic or work of their own in order to practice effectively.



**Name of CyberCamp:** PowerPoint Perfect

**Age Group:** Teens and Adults

**Duration:** 2 hours or two 1-hour sessions

**Description:** You will be teaching patrons how to create a PowerPoint presentation and the features of the program. You can show them how to insert pictures and create different styles of presentations.

**Preparation:** You will have to create a PowerPoint presentation for the people to follow. On each page of the presentation you can provide a step to complete the project. On each page you can display the different styles you can use, such as font and ways to insert a picture. For example, the first page will have the title, the second page and each page after is like a guideline or instruction page. On page two you can include, "click on the new slide feature in order to continue adding to presentation," "choose text layout," "add pictures or select the content layout." On other pages "You can add pictures by going to the insert column on the tool bar." This will allow providing instructions and showing the patrons what it looks like.

**Name of CyberCamp:** Creating a resume using the Resume Wizard.

**Age Group:** Teens and Adults.

**Duration:** One session, two hours.

**Description:** The patrons will be creating their own resume with the resume template. They will need to add their information into the certain categories and if they request they can add new categories. This exercise will also give the people a chance to practice their typing skills and create a professional resume.

**Preparation:** You should create a sample resume for the patrons to follow in case they have not previously created one. When the patrons arrive, you should have the resume wizard open for them so that they can be ready to type. The rest is simply being there to help the patrons with their resumes.

**Name of CyberCamp:** CyberCamp for Teens

**Age Group:** teens

**Duration:** 1 hour a week for 4 weeks

**Description:**

Week 1

- Introduction to the Internet
  - o How to get on the internet
  - o Getting to a site
  - o Template bar
  - o Scroll bar
  - o Definitions
- Printing
- Template bar quiz
- Establish what the teens want to get out of CyberCamp
- Obtain an email address if they don't already have one
- Go to some of the teen sites

Week 2

- Set up address book
- Folders
- Filters
- Attachments
- Dangers of the Net
- Go over Internet rules
- Save and alter a picture
- Go to some sites

Week 3

- MSN Messenger
- Go to MSN/Much Music...looking for chats with celebs
- Show them chat faces
- Chat short forms
- Mention CampusWorkLink
- Go to a chat site reminding internet safety first

Week 4

- Search engines
- Creating a word document, saving to disk
- Free time
- Hand out Certificate

Created by Karena Thorburn @ the Atikokan Public Library

**Name of CyberCamp:** Information and Communications Technology Certificate for Youth (I don't think this program is still in operation)

**Age Group:** youth

**Duration:** 1 hour a week for 4 weeks

**Description:**

Week 1

- Introduction to the Internet
- My Online Rules
- Navigating and Search online
- Type
- Discuss what they know and what they want to learn
- Free time

Week 2

- Typing program
- Template bar quiz
- Get an email address
  - o Set up filters, folders, etc.
- Type something in a word processor and then send as an attachment to me
- Take home email sheet, try to get as many email addresses as you can by next week

Week 3

- Type
- Save and alter a picture from the Internet – proper acknowledgement
- Check email and send messages

Week 4

- Type
- Review
- More with windows
- Certificate from CAP site as well as Information and Communications Technology Certificate for Youth

## Homework Hour

- Looking for information on a certain topic?? Go to a search engine
  - [www.yahoo.ca](http://www.yahoo.ca); [www.google.ca](http://www.google.ca); etc.
- Need help translating?
  - [www.dictionaries.travlang.com](http://www.dictionaries.travlang.com)
- Doing a project on a health related topic?
  - <http://www.hc-sc.gc.ca/>
  
- There are thousands of sites that you can have available for students during homework hour. Try looking a few up before offering Homework Hour
- This would usually be for an hour a week on a weeknight

## CyberCamp for Adults

Excel Basics.....	23
A Camp for Parents.....	24
CyberCamp for Adults.....	25
The Computer: Technology Personified.....	26



**CyberCamp Name:** Excel Basics

**Age Group:** Adults

**Duration:** 2 hours, could be extended if more inquiry

**Description:** Teaching people the purpose of Excel and how it is perfect for keeping track of records. You will be showing people how to make calculations for monthly bill, etc. by putting numbers into cells and using the Auto sum button. You can also show them the results of the statistics by showing the Chart wizard, but that is optional.

**Preparation:** There will need to be a printed example and sheets that display the functions of Excel. Create a sample by just using random numbers and a simple title such as "Monthly Bills" January to October and add categories along the next column such as hydro and telephone. You can show a labeled worksheet by pressing print screen on an open Excel spreadsheet and copying it into a Word document. Please make sure that the patrons are aware that they do not have to bring in any personal records, they can follow your example or insert their own random numbers and categories. The preparation is not long for this if you are familiar with Excel.

**Name of CyberCamp:** A Camp for Parents

**Age Group:** Adults

**Duration:** 1 hour a week for 2 weeks

**Description:**

Week 1

- Show parents the bad things kids can get into
  - o Kids sites that if not spelled right or including something extra are really pornographic web sites
  - o Access pornographic webs sites easily and sometimes by mistake
  - o Chat sites with pedophiles on them talking to your children
  - o E-mail programs getting adult email sent to them
- Don't ban your kids from the Internet just because of these dangers; be more open with your kids now that you know some of the dangers. Advise your kids not to send pictures over the Internet or give out too much information about themselves

Week 2

- Take parents to sites that are good for kids
- Show parents how to erase the background on computer and check history

Created by Karena Thorburn @ the Atikokan Public Library



**Name of CyberCamp:** CyberCamp for Adults

**Age Group:** Adults

**Duration:** 1 hour a week for 4 weeks

**Description:**

Week 1

- Introduction to Internet/Computer terms
- Use mouse to open and close windows
- Play a game to improve mouse skills
- Start typing program
- Get an email address or continue to type

Week 2

- Type or play a game to improve mouse skills
- Learn how to search
- Check email and send email
  - o Set up folders, filters, address book, etc.
- Template bar quiz

Week 3

- Type
- Word processor
- Save it on computer and disk
- Send it to me as an attachment
- Review saving to a disk

Week 4

- Type
- Review
- If they want to learn something else
- Interesting sites
- Hand out certificate

Created by Karena Thorburn @ the Atikokan Public Library

**Name of CyberCamp:** The Computer: Technology Personified

**Age Group:** Any age, but those, which will probably attend, will be 40-50+

**Duration:** Broken into 3 different sections; approximately 30-45 minutes for each

**Description:**

**PART I**

- The exterior of the computer is explained
- CPU, keyboard, monitor and mouse as well as any other pertinent places should be explained in detail; discuss their function, where the user will push those buttons and how they should be used
- Explain the use of disks (CD/Floppy), controls on monitor and the meaning of different keys
- Basics of starting up the computer

**PART II**

- Starting screen (Desktop)
- Meaning of the Start Menu, what it contains, as well as the taskbar, background, background/desktop controls, icons, the meaning of right/left click as well as the use of double-clicking, using the options of an icon by right-clicking onto it
- Meaning of resolution and how it affects the image quality of the background

**PART III**

- Basics of a window
- Minimize, maximize and exit buttons in top right-hand corner
- Use of menu bars, such as FILE, EDIT, VIEW, TOOLS, HELP etc.
- Significance of Internet
- Scroll bar on right-hand side

**Preparation:**

- Handouts for the various topics you will be covering, with clearly labeled elements indicating the various topics you will be discussing
- If performing for a larger audience (4+), a projector and screen is very effective
- A large room to present your CyberCamp in
- Bring any computer books in your library in order to bring interest to the subjects in them

**Tips for next time:**

- Be sure to explain everything you know; even the elements you take for granted. A novice user will not know what you mean by "double-clicking"

- Allow enough time to have the patrons ask questions, they may want clarification or for you to elaborate on some facts

- Be patient. Many of the individuals you teach will have no or limited exposure to computers and will often be frightened.

- Be sure to proceed at a moderate pace. Explain elements in detail and attempt to put them in layman's terms. For example, instead of calling a file system a "file database" call it a filing cabinet. The patrons will be able to relate better and will remember more easily.

- Watch your audience. If the patron's eyes are beginning to glaze over, either speed up or cut out some detail. After a certain time period, the patrons will stop absorbing information and tune you out from boredom

## CyberCamp for Seniors

Seniors Training Camp.....29

CyberCamp for Seniors.....30



**Name of CyberCamp:** Seniors Training Camp

**Age Group:** Seniors

**Duration:** The duration will be for an hour in the afternoon

**Description:** Teaching the seniors how to create e-mail accounts, send attachments and create contact lists

**Preparation:** Create a template for the seniors to add an attachment such as in a Word document and the rest you do as you go.

**Name of CyberCamp:** CyberCamp for Seniors

**Age Group:** Seniors

**Duration:** 1 hour a week for 3 weeks

**Description:**

Week 1

- Basics of the Internet
- Definitions
- Search engine
- Email Addresses

Week 2

- What they can do on the Internet i.e. getting travel information, communication, personal finance, consumer information, retirement and health information
- Go to sites that deal with all of these

Week 3

- Things that they may not have thought about using the Internet for:
  - o Banking and paying bills, buying gifts, ordering books, music and more, reading magazines, finding new recipes, doing genealogical research, playing interactive games and pursuing hobbies.
- You can save money by using the Internet: email saves on postage and long distance phone charges, banking online reduces bank fees, buying online is economical discount prices sometimes, magazines no subscriptions
- Wrap everything up, answer questions, hand out certificate

**Preparation:**

- Prepare handouts and certificate
- When advertising use simple posters
- Figure out what level the group is at, may need to spend a lot of time on explaining parts of the computer, how to use a mouse, how to type, etc.
- E-pals: This can be for any age group. See if other CAP sites in the area are holding similar age group CyberCamps and exchange email addresses

Created by Karena Thorburn @ the Atikokan Public Library

## CyberCamp for Beginners

Computer Clinic: Scanning Pictures.....	32
Beginners.....	33
A World Wide Web Scavenger Hunt.....	34
Introduction to Computers.....	35
Setting Up A Personal Email Account.....	36
Typing Tutor.....	37
Photoshop: Photo Technology Reborn.....	38
Typing/Word Processing.....	39



**Name of CyberCamp:** Computer Clinic: Scanning Pictures

**Age Group:** The session could be held for ages 12-16 or adults.

**Duration:** Depending on enrollment 1-2 hours

**Description:** The patrons would be given lessons on the correct procedures for scanning pictures with high quality results.

**Preparation:** You may want to scan pictures ahead of time and print them off to show examples. On the poster or advertisement suggest that the patrons bring a couple of their own pictures in so that they can have a copy of their work. You can provide the lesson and let each person scan his or her own picture while everyone observes. It offers group work as they can learn from each other.



**Name of CyberCamp:** Beginners

**Age Group:** all ages

**Duration:** usually an hour a week for a couple weeks all depends on patron

**Description:**

- How to receive email
- How to send email
- Search engine
- Chat room
- Template bar
- Internet terms
- Internet ideas
- Going to a site
- Getting on the internet

**Preparation:**

- Prepare handouts and certificate
- I usually did this camp one-on-one, as it was easier for myself and more beneficial for patrons (could speed through some areas and slow down in others)
- At the end I would also have each patron complete an evaluation so I could continuously improve this camp
- Remember to make patron feel comfortable in asking questions
- Ask patron what they want to get most out of the camp

**Name of Cyber Camp:** A World Wide Web Scavenger Hunt

**Age Group:** 16 – 101

**Duration:** 2-hour session

**Description:** This CyberCamp goes through the basics of using the World Wide Web, from what the Internet is, connecting to the Internet, becoming familiar with using the web browser, doing basic searches, to looking at local web pages. For the first hour and a half there is hands-on instruction and learning, assisting the individuals to learn about what the World Wide Web is and how to navigate the web. The last half hour is spent putting their new skills to work with a scavenger hunt that lets them find websites, graphics, weather news, recipes and more.

**Preparation:** To prepare for this CyberCamp you have to know the functions of the menu and tool bars on the navigator you will be using. Create a handout with the instructions on how to connect to the Internet and how to browse the web. Have a scavenger hunt sheet prepared before the class starts so that they can have the questions there in front of them.

**Tips for Next Time:** Allow additional time after the workshop for people who want to continue using the Internet to practice their skills.

Created by Jillian Chernosky @ Thunder Bay March of Dimes Resource Centre

**Name of Cyber Camp:** Introduction to Computers

**Age Group:** 16 -101

**Duration:** 2-hour session

**Description:** This CyberCamp is a basic introduction to computers, from learning the parts that make up a computer, to turning a computer on. Individuals will learn how to open programs, use a mouse (with mouse aerobics online program), open certain accessories, like Notepad, practice typing skills, and play games.

**Preparation:** Prepare a handout with diagrams of the computer parts so that they can label them as you speak about each. This will allow them to something to take home and refer to. Be sure to know your computer facts and try to get an old computer or a mother board that you can show the individuals so they can get a visual idea of what the computer looks like inside.

**Tips for Next Time:** I found that over the course of time, it was important to focus more on mouse skills and typing skills and then get the individuals opening programs. Without knowing how to use a mouse it was very difficult for them to open programs on Windows.

Created by Jillian Chernosky @ Thunder Bay March of Dimes Resource Centre

**Name of Cyber Camp:** Setting up a Personal E-Mail Account

**Age Group:** 16 – 101

**Duration:** 2-hour session

**Description:** This CyberCamp will allow individuals to set up their own personal e-mail account during the session. First we will discuss the uses of email and then we go through step-by-step on registering, choosing an ID and password, and learning how to send and receive email. The individuals practice by sending emails to each other in the classroom.

**Preparation:** To prepare for this session, have a handout available for individuals to record their login information (ID and password) and instructions on how to open their account, send and receive email for when they do it on their own.

**Tips for Next Time:** Some people were able to register faster than others (choosing ID names) and were stuck waiting for the rest of the group to begin using their email. Find an activity that will allow people who finish early to continue on (without getting too far ahead) but to practice their email skills.

Created by Jillian Chernosky @ Thunder Bay March of Dimes Resource Centre

**Name of Cyber Camp:** Typing Tutor

**Age Group:** 16 – 101

**Duration:** 1 and 1/2 hour session

**Description:** This session is to practice typing skills, learn proper posture, and improve your WPM.

**Preparation:** To prepare for this CyberCamp I did some research on effective typing tutor programs. At the start of the workshop I talked about adjusting your monitor and computer chair so that you are at eye level. I also talked about proper posture for typing. Review the functions of a keyboard and discuss the “home row”. Remind individuals that they should focus on accuracy over speed when starting to type. Log on to Mavis Beacon and guide individuals through the registration. Allow them to work at their own pace on the lessons.

**Tips for Next Time:** Get individuals to do the beginning typing test to see what level they should be starting at.

Created by Jillian Chernosky @ Thunder Bay March of Dimes Resource Centre

**Name of CyberCamp:** PhotoShop: Photo Technology Reborn

**Age Group:** All of those interested, but may range from 18-50+

**Duration:** One large group session (Approximately 1.5 hours)

**Description:** This CyberCamp will cover the basic operations of the program known as PhotoShop. You as coordinator will explain some of the abilities PhotoShop has as a photo augmentation program as well as various other features, which are not widely known. This would be done by showing the basic startup screen of the program and listing all of the menu options (Filter, View, etc.), explaining the usage of the independently controlled toolbar options, commonly asked questions, common definitions or any other information you find pertinent. When doing this, you should encourage the clients to experiment with the program, as this is the best and most effective method of learning. You should also mention the problems you may encounter, as well as the limitations of the program.

**Preparation:**

- Display projector and screen
- Handouts (with definitions and commonly asked questions as well as diagrams)
- Photos prepared, saved on a disc or the computer to show the end result of a series of steps
- Prepare what features you would like to discuss beforehand; scrambling furiously will make your audience impatient
- You may want to prepare a PowerPoint presentation to consolidate your information instead of sporadically giving facts

**Tips for next time:**

- Be sure to modify your language for your audience; if the majority of your clients attending the presentation are teenagers, feel free to use more advanced terms you know they are comfortable with
- Give realistic examples of what your audience can do; many people may wish to take elements out of pictures, but will not care about changing someone's body into Homer Simpson's
- Explain the concept of LAYERS; this is one of the key ideas that beginner users need to grasp in order to understand the program
- Finally, explain ALL of the steps you are doing. PhotoShop is a complicated program to learn and will seem to have too much information to learn at once. Do not assume that your audience will know what you are talking about

Created by Adam Gerlach @ Nipigon Public Library

**Name of CyberCamp:** Typing/Word Processing

**Age Group:** any

**Duration:** 1 hour a week for 4 weeks

**Description:**

Week 1

- go over proper position while typing
- typing program
- play a game to improve mouse skills
- Open word type six words: do bold, italic, etc.

Week 2

- Type
- Free time

Week 3

- Type
- Check progress report from program
- Save to a disk

Week 4

- Finish typing program
- Word Processing
- Hand out certificate (some typing programs also offer a certificate)

Created by Karena Thorburn @ the Atikokan Public Library

# Genealogy

Family History.....41





**Name of CyberCamp:** Family History

**Age Group:** all ages – probably seniors and adults though

**Duration:** 1 afternoon a week for 2 weeks

**Description:**

Week 1:

- A quick review of the computer and Internet
- Different search engines

Week 2:

- Family history sites and search engines

**Preparation:**

- Research family history sites having some prepared

**Tips for Next Time:**

- I originally offered this camp in an hour but found that once patrons get into it they didn't want to stop

## Holiday Themed CyberCamps

Halloween Safety Camp.....	43
Halloween Training Camp.....	44
Christmas Computer Clinic.....	45
Thanksgiving Day Party.....	46
Email Santa.....	47
Picture With Santa.....	47
Halloween Poster.....	48
Halloween Safety Tips.....	49
Merry E-Christmas: Preparing for Christmas Online.....	51
Holiday Scavenger Hunt!.....	52
Halloween Sites.....	53
Christmas Sites.....	55

**Name of CyberCamp:** Halloween Safety Game

**Age Group:** 5-12

**Duration:** On Halloween from 10 am until 8 pm

**Description:** Kids were invited to come to play the Halloween Safety Game, a fun and interactive computer game that teaches kids how to trick or treat safely. All kids completing the game received candy. The game is very good and can be found on the [www.halloweenmagazine.com](http://www.halloweenmagazine.com) website.

**Preparation:**

I sent radio ads to several radio stations, faxed advertisements to schools and had promotional material around town and in the library.

**Tips for next time:**

Having the event on Halloween day/night didn't work out too well since who wants to go to the library when your mind is on candy and trick-or-treating? I was hoping parents would come in with their kids before trick or treating to play the game and re-enforce safety rules. Next time I would suggest having it not on Halloween. I had the event as a "drop-in" - I am not sure if I had specified a shorter time period with more activities if this would have increased attendance. For events on Halloween I would also try to put more Halloween on the outside of the library so kids were more aware that they could "trick-or-treat" at the library.

**Name of CyberCamp:** Halloween Training Camp

**Age Group:** 6-8 years

**Duration:** One hour

**Description:** Children learn to copy and paste clip art pictures and poems from other Word documents onto one complete document

**Preparation:** The theme was Halloween so I downloaded Halloween pictures from the Internet and saved them into a folder called Halloween Clipart. I also downloaded Halloween poems and saved them in a Word Document. I had done this on two computers. The children also coloured pictures on a website.

**Name of CyberCamp:** Christmas Computer Clinic

**Age Group:** 6-9

**Duration:** 1-2 hours depending on enrollment

**Description:** The children will be designing a Christmas card in a Word document or wizard with clip art pictures and their own messages. They will also be typing a letter to Santa with their own wish list and inserting clip art pictures.

**Preparation:** Prepare an example for the children to follow, for both the card and the letter. You will also have to download clip art Christmas pictures and save them into a specific folder for them to access. Name the folder Christmas Clip Art so that they can relate to it easily. You will have to show them how to copy and paste pictures into Word if they do not already know how.

**Name of CyberCamp:** Thanksgiving Day Party

**Age Group:** kids

**Duration:** afternoon

**Description:**

- Created a link on the CAP webpage, here they will find links to all of the pages that they may use. Inform them that they should just use the back button to continue on to other pages. This will help reduce the kids visiting other sites at this time.
  - o Print pictures and other things
  - o Play games
  - o Send e-cards
  - o Colour pictures online
  - o Whatever else site offers
- Craft: The kids that are not using the Internet can be doing a craft (computer restraints). The crafts will be pictures to colour, and they can make cards. Find a scroll thing for kids to write what they are thankful for.

Created by Karena Thorburn @ the Atikokan Public Library

### **Email Santa**

- There are many sites that offer this service now
  - Children will need an email address to do this
  - If children are under 13 some sites require their parents email address
- \*\* If children are missing these ensure you know before they begin their letter\*\***

### **Picture With Santa**

Another Christmas idea is to take children's pictures with Santa. Look around your community to find a Santa and Elf costume. Coax another co-worker or friend to dress up as Santa. You can be the Elf. Take pictures of children on Santa's lap and later print them out with a Christmas background for parents. This is also a way to generate funding for your CAP site (you may wish to charge a small fee). When offering this please remember to see what other events are going on that day in the community...don't want Santa in two places at once!

# Halloween.....



# Safety First!



Go to [www.halloweenmagazine.com/play.htm](http://www.halloweenmagazine.com/play.htm)  
to play the Halloween Safety Game!



The Halloween Safety Game teaches kids about these safety tips



• Use a computer in the library or take one of the links below:

[illegible]



### Halloween Safety Tips\*

- Always use common sense.
- Young children should always go trick-or-treating with an adult.
- Always use common sense.
- Never trick-or-treat alone. Have at least 2 buddies go with you.
- Plan your entire route and make sure your family knows what it is.
- Make sure that you are wearing a flame retardant costume.
- Wait until you get home and your parents check your candy before you eat it.
- Be very cautious of strangers.
- Accept treats only in the doorway. Never go inside a house.
- Be sure and say thank you for your treats.
- Don't play near lit jack-o-lanterns.
- Visit only houses where the lights are on.
- Walk, Do not run.
- Walk on sidewalks and driveways.
- Cross the street at the corner or in a crosswalk.
- Take a cellular phone with you if possible.
- Wear a watch.
- Carry a flashlight.

### **Interested in other Halloween Links for Kids?**

<http://yahooligans.yahoo.com/promotions/halloween2004/> : games, costumes, e-cards

<http://pbskids.org/halloween/>: games, colouring pages

<http://www.holidays.net/halloween/> : halloween greeting cards, crafts, pictures to colour, recipes, stories, music, screensavers, and more

<http://www.halloweenkids.com/> : colouring, games, ghostcards, UNICEF, celebrations around the world, safety tips, pumpkin decorating, costume ideas and party tips.

<http://www.coloring-page.com/halloween.html> :Colouring pages to have printed out and ready.

<http://www.meddybemps.com/halloween/ghostwalk.html> : younger children will enjoy the games on this site.

<http://www.peppermintlane.com/halloween/> : colouring pages, dot to dot, word search, Halloween recipes and yet again safety tips.

Poster, Halloween Safety Tips and Links provided by Kym Thrift @ the Sioux Lookout Public Library

**Name of Cyber Camp:** Merry E-Christmas: Preparing for Christmas Online

**Age Group:** 16 – 101

**Duration:** 2-hour session

**Description:** This session is to practice computer and Internet skills and plan for Christmas all online. Individuals will be prompted through a number on websites that have ideas for party planning, decorating ideas, Christmas recipes, gift giving ideas, sending Christmas cards online, and even emailing Santa. Print offs of any recipes, decorating ideas, Christmas song lyrics, and other can be given to the individuals in a folder. Also give them a handout with a list of the websites that were visited during the workshop.

**Preparation:** To prepare for this CyberCamp I made sure that I was familiar with each of the sites that I wanted to show during the workshop. I also prepared a handout with the list of different websites we visited so that individuals could access these sites from their own homes.

**Tips for Next Time:** Prepare some extra sites incase the men are not interested in cooking and decorating ideas. Let them find gift ideas on the Canadian Tire, Home Depot, and Mark's Work Warehouse sites.

Created by Jillian Chernosky @ Thunder Bay March of Dimes Resource Centre

**Name of CyberCamp:** Holiday Scavenger Hunt!

**Age Group:** 11-18

**Duration:** 1 day, 2 hours

**Description:** I had originally had this as my Halloween Scavenger Hunt, but nobody came, so I'm holding a Holiday one about New Year's & Christmas. It'll focus on searching the Internet for pictures & websites, copying & pasting pictures to Word, as well as information from websites

**Preparation:** List of topics/pictures for them to look for

**Tips for next time:** Advertise more!

## **Halloween Sites**

**<http://yahooligans.yahoo.com/promotions/halloween2004/>** : lots of stuff to do on this site.

**<http://pbskids.org/halloween/>**: has games and colouring pages, I would recommend bringing the kids to this site.

**<http://www.holidays.net/halloween/>** : halloween greeting cards, crafts, pictures to colour, recipes, stories, music, screensavers, and more

**<http://disney.go.com/disneyvideos/animatedfilms/poohsheffalumphalloween/main.html>** : Come on it's Pooh! Now besides viewing the trailer and buying the movie there are games and activities, and the story - you just have to read it though no activities going on through the story. I would use this site just for the games and activities. You also get to play with Heffalump's flashlight!

**<http://www.halloweenkids.com/>** : colouring, games, ghostcards, celebrations around the world, safety tips, pumpkin decorating, costume ideas and party tips. Hmm they sure decorate pumpkins differently now days!!

**<http://www.alphabet-soup.net/hall/halloween.html>** : This site is kind of boring. You may find some ideas to do with the kids but I wouldn't recommend bringing them to this site.

**<http://216.90.96.108/holidays/halowen/halowen.htm>** : Billy Bear's Halloween site - some games for younger children. Carve your own pumpkin greeting card, Halloween safety, pumpkin pattern program, online games, desktop, paper fun, haunted maze - wasn't that great, crafts, etc.

**<http://www.coloring-page.com/halloween.html>** : Just some colouring pages to have printed out and ready.

**<http://www.kidsdomain.com/holiday/halloween/index.html>** : This site used to be better in previous years. It still has some great links, but the popup ads are annoying! And will more than likely confuse young children.

**<http://www.kiddyhouse.com/Themes/halloween/halloween.html>**: lots of cute things on this site - the Halloween safety game is pretty good. (click on the house that is safe etc.)

**<http://www.meddybemps.com/halloween/ghostwalk.html>** : younger children will enjoy the games on this site.

**<http://www.peppermintlane.com/halloween/>** : colouring pages, dot to dot, word search, Halloween recipes and yet again safety tips.

## **Christmas Sites**

### **[www.claus.com](http://www.claus.com)**

- **Check your Naughty or Nice rating. Choose your very own Elf Buddy. Play games in Elf School. Print your Honorary Elf Diploma. Sing along with new original Christmas songs. Try funny holiday recipes. Visit the amazing Toy Workshop. Send E-mail to Santa Claus. Follow Santa Claus in his sleigh on Christmas Eve. See how many cookies Santa Claus eats on his trip.**

### **[www.northpole.com](http://www.northpole.com)**

- **You can send a letter to Santa. Send holiday postcards. There are stories to read, you can even have them read to you and colour. Games, recipes, downloads, naughty or nice list and a Santa tracker.**

### **[www.emailsanta.com](http://www.emailsanta.com)**

- **Email Santa of course. Another naughty or nice list, countdown to Christmas, games, Santa's autograph!, pet's email to Rudolph, vote who will guide Santa's sleigh this Christmas, advent calendar, jokes, "Rudolph cam," Santa's photo album and of course pictures to colour.**

### **<http://www.howstuffworks.com/christmas.htm>**

- **For those who want an educational CyberCamp for older children check this site out.**

### **[www.kidsdomain.com/holiday/xmas](http://www.kidsdomain.com/holiday/xmas)**

- **There are games, crafts, stories and more. I would make sure that these sites will work on the computers you are using – some need downloads which is MUCH better to do before hand!!**

### **<http://www.kidsturncentral.com/holidays/christmas/ccolor1.htm>**

- **Cute pictures to colour.**

**[www.merry-christmas.com/kids\\_zone.htm](http://www.merry-christmas.com/kids_zone.htm)**

- **There are stories here and you actually include the child's name in the story (and hometown). Crafts and online and offline colouring pages.**

Found by Karena Thorburn November 2005



## E-Commerce

Shop On-Line.....58



**Name of CyberCamp:** Shop On-Line

**Age Group:** adults

**Duration:** afternoon

**Description:**

- Stress that there is no guarantee that shopping online is safe but here are some tips to ensure your shopping experience is safer.
  - o Encryption
  - o Site's Security Status
  - o Browser Security
  - o 11 Easy Ways to Shop On-Line
  - o Go to some sites

**Preparation:**

This camp would often be a large group so I would hook a monitor to a TV and have it as more of a presentation. I would go through the above security topics and then look at various shopping sites, teaching patrons about shopping carts etc. Then I would ask patrons their favourite stores – surprise most have a website!

**Web Pages**

Web Design.....60

**Name of CyberCamp:** Web Design

**Age Group:** all ages

**Duration:** 1 hour a week for 3 weeks

**Description:**

Week 1:

- Explain what we will be doing each participant will be creating a webpage that will be linked off the Atikokan CAP page
- The first step is to plan out your webpage and what will appear on it...are you going to have links?
- Basic HTML in notepad, background, colour

Week 2:

- Use the digital camera outside, add pictures to site

Week 3:

- Look at webpage programs: hotdog, FrontPage

**Preparation:**

-Handouts